

Grants Program Manager, QA Position Announcement

Tennessee Department of Finance and Administration - [Office of Criminal Justice Programs](#) Grant Management Position Opening – [Planning Analyst 4 \(executive service; pay grade 30\)](#), Salary range for this position is \$38,460 - \$49,000, based on experience and qualifications.

OCJP functions as a strategic planning agency that secures, distributes and manages federal and state grant funds to state and local government agencies as well as non-profit agencies. These grant monies support innovative projects statewide in efforts to reduce criminal activity, provide services for victims of crime and promote overall enhancement of the criminal justice system in Tennessee. The OCJP Grants Program Manager, Quality Assurance, under supervision in the Compliance and Quality Assurance Unit, performs a variety of grant management support functions related to grant contracting, subrecipient monitoring, document management and communications with stakeholders and subrecipients. The position will report daily to an office in Nashville.

As such the minimum qualifications include:

- Graduation from an accredited college or university with a bachelor's degree;
- Experience equivalent to four years of full-time increasingly responsible project management;
- Knowledge of business processes and experience with systems administration;
- Excellent technical writing skills (sample required);
- Proficient computer skills required, including Microsoft Word, Excel, and Access;
- Knowledge of grants and grant writing is preferred.

Desired qualifications include:

- Experience with the state ERP, Edison system;
- Experience with the Central Procurement Office (CPO) contracting process, especially grant templates/models;
- Experience with Adobe Experience Management (AEM) for website maintenance.

Responsibilities include but are not limited to:

- Document templates creation and maintenance to include macros and advanced merge functions including:
 - Grant Contract Models
 - Grant solicitation announcements
 - Letters and reports
- OCJP liaison with the [Department of General Services, Central Procurement Office](#) for grants management.
- Assist with keeping Internal Procedures Manual and other internal documents (i.e., OCJP Handbook, Memos) up to date.
- Assist with updating the on-line Office of Criminal Justice Programs (OCJP) Grants Manual.
- Administration of archiving and records management procedures.
- Assist with administration of the Grants Management System.
- Website administration.
- Administer OCJP forms application.
- Assist with creating and editing training materials and videos.
- Provide assistance with sub-grantee desk reviews and close-out monitoring as needed.
- Assist with keeping grant monitoring protocols and procedures current with state and federal requirements.

If interested in this opportunity, please send a cover letter, a resume, and an example of your technical writing to Lee.Ann.Smith@tn.gov.

The State of Tennessee is an Equal Employment Opportunity Employer.